

AGENDA
Codington County Board of Commissioners
Codington County Court House, 14 1st Ave SE, Watertown SD
Commission Chambers, Room #114
9:00 a.m., Tuesday, January 11, 2022

1. Pledge of Allegiance
2. Call for public comment. Public comment may be submitted via telephone at 605-882-6248 or 605-882-6297
3. Conflict of interest items
4. Action to approve the January 11, 2022, agenda
5. Action to approve the January 4, 2022, minutes of the Board of Codington County Commissioners
6. Monthly Reports
 - a. Auditor
 - b. Director of Equalization
 - c. Welfare Director
7. Action approve indigent burial rates
8. Action to approve the Auditor's Acct. w/Treasurer and note Register of Deeds Fees
9. Action to authorize the Chair to sign Title VI Policy Statement and advertise notice of public rights
10. Action to set compensation of 2022 Election Judges

11. Delinquent property tax lists available for review
12. Action to approve Planning and Zoning Board appointments
13. Action to approve Weed Board appointments
14. Action to approve contracts with First Dist. Association of Local Govts. for property parcels data base and GIS web site services
15. Policy updates review/possible action
16. Note office closures for January 17th, Martin Luther King Jr. Day
17. Action to approve claims for payment
18. Action to approve automatic budget supplements
19. Action to approve personnel changes
20. Action to approve travel requests
21. Public Notices – a possible quorum of Commissioners could be in attendance at:
22. Old Business
23. New Business

24. Open

- a. **Public Comments**
- b. **Commission Comments**

25. Action to enter into Executive session per SDCL 1-25-2

- (1) **Discussion of personnel issues**
- (2) **Consulting with legal counsel or reviewing communications from legal counsel regarding proposed or pending litigation or contractual matters**
- (3) **Preparing for contract negotiations with employees or employee's representatives**
- (4) **Discussing information listed in SDCL 1-27-1.5 (8) and 1-27-1.5 (17) (safety or disaster)**

26. Action to adjourn until 9:00 a.m., Tuesday, January 18th, 2022; at the Codington County Court House

Codington County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of service.

**Official Proceedings
County of Codington, Watertown, South Dakota
Codington County Courthouse
14 1st Ave SE**

January 4, 2022

The Codington County Commissioners met in regular session at 9:00 a.m., Tuesday, January 4, 2022, at the Codington County Courthouse. Commission members present were: Lee Gabel, Charlie Waterman, Myron Johnson, Troy VanDusen and Brenda Hanten; Chair, Brenda Hanten, presiding. Commissioner Johnson lead the pledge of allegiance.

CALLS FOR PUBLIC COMMENT AND CONFLICT OF INTEREST ITEMS

Chair Hanten called for public comments to be taken up during the open portion of the meeting; none were offered. There were no conflict-of-interest items to note.

AGENDA APPROVED

Motion by VanDusen, second by Gabel, to approve the January 4th, 2022 agenda as posted; all voted aye; motion carried.

MINUTES APPROVED

Motion by Johnson, second by Waterman, to approve the minutes of December 28th, 2021; all voted aye; motion carried.

2021 OLD BUSINESS

Chair Hanten called for old business from 2021; none was forthcoming.

BOARD ADJOURNS SINE-DIE FOR 2021

Motion by VanDusen, second by Gabel, to adjourn sine-die for 2021; all voted aye; motion carried.

NOMINATIONS FOR 2022 CHAIR AND VICE-CHAIR

Auditor, Cindy Brugman, called for nominations for Chair for 2022. Commissioner Gabel nominated Commissioner Hanten. There were no other nominations forthcoming. Motion by Gabel, second by VanDusen, to cease nominations and cast a unanimous ballot for Commissioner Hanten; all voted aye; motion carried. Chair Hanten then called for nominations for Vice-Chair. Commissioner VanDusen nominated Commissioner Gabel, There were no further nominations offered. Motion by Johnson, second by Waterman, to cease nominations and cast a unanimous ballot for Commissioner Gabel; all voted aye; motion carried.

MONTHLY REPORTS

Veterans Service Officer, Todd Rose, updated the Board on events from the past month. The last month has been quiet for most local organizations; there were 3 DAV van transports in December and currently no trips scheduled for January; there is still no delivery date for the new DAV van, although the graphics are being installed at this time; the VA is requiring all drivers to be vaccinated resulting in a couple of drivers stepping down from the position at this time and whom may come back if the vaccination requirement is lifted; work continues with the Codington County Vets Council to establish basic guidelines and mission statements of members, the Council meets once a month with the Commanders of the local Veteran organizations. **4-H/Youth Program Advisor, Jodi Loehrer**, updated the Board. Preparations are underway to organize the lunch counters for the 2022 Farm Show and volunteers are needed; Clover Buds will be held this week in Florence and in Waverly and Watertown the week of January 17th; 4-H BB Gun begins tonight; 4-H air pistol and air rifle will being January 6th; 4-H

Archery begins next week; work continues with the Northeast 4-H advisors for regional 4-H programming; and each County was required to put together a 2021 County Impact Snapshot, focused on social skills, life skills, workforce development and leadership development. The Snapshot numbers are reflective of the COVID-19 pandemic.

LEGAL NEWS PAPERS

Motion by Johnson, second by VanDusen, to designate, per SDCL 7-18-3, legal newspapers, the Watertown Public Opinion and South Shore Gazette, for Codington County 2022 publications, all voted aye; motion carried.

COUNTY COMMISSIONER 2022 WAGE

Motion by Johnson, second by Waterman, to increase the Commissioners salaries, 1.75% over the 2021 rate of \$1,920.48, the same increase provided to all County employees in 2022, resulting in a salary of \$1,954.09 per month for 2022; all voted aye; motion carried. Motion by Waterman, second by Gabel, to approve an additional \$100.00 per month for the Chair; all voted aye; motion carried.

CORONER COMPENSATION

The Board discussed the current rate of compensation for the Coroner. Motion by VanDusen, second by VanDusen, to compensate the Coroner at a rate of \$250.00 per case, plus mileage at the current state rate of \$.42 per mile; all voted aye; motion carried.

EMPLOYEE CELL PHONE STIPENDS

Motion by Gabel, second by VanDusen to approve the cell phone stipend list for 2022 based on each applicable employee's salary classification per the recently adopted wage scale; all voted aye; motion carried.

2022 CELL PHONE STIPENDS

<u>EMPLOYEE</u>	<u>AMOUNT</u>	<u>DEPARTMENT</u>
Argo, Jeff	25.00	Highway
Bakken, Alison	40.00	St. Atty.
Benck, Al	25.00	Highway
Bleeker, Bryan	25.00	Govt. Bldg.
Case, Jeff	25.00	Highway
Dargatz, Matt	25.00	Highway
Dolen, Jamie	25.00	Highway
Elliott, Ryan	40.00	Sheriff
Escamilla, Maria	40.00	Detention Center
Falvey, Randy	25.00	Highway
Forbush, Allison	40.00	Director Equalization
Halajian, Justin	40.00	Detention Center
Hartley, Rick	40.00	Highway
Hartley, Ron	25.00	Ag. Building
Hedding, Dave	25.00	Highway
Hedges, James	25.00	Ag. Building
Holinka, Rick	25.00	Highway
Kallhoff, Mitch	25.00	Highway
Kohn, Rich	25.00	Govt. Bldg.
Lowry, Steve	40.00	Sheriff
Mathews, Russell	40.00	Sheriff
Morgan, Mike	40.00	Sheriff
Nills, Shawn	40.00	Detention Center

Olson, Jerrod	40.00	Sheriff
Pederson, Michelle	40.00	Director Equalization
Reeves, Adam	40.00	Sheriff
Reeves, Rebecca Morlock	40.00	States Attorney
Riter, Robyn	25.00	Highway
Schimmel, Trever	40.00	Sheriff
Schwinger, Brad	25.00	Highway
Sears, Melissa	40.00	Director Equalization
Selchert, Heidi	40.00	Director Equalization
Solberg, Lynn	40.00	Highway
Stahlke, Steve	25.00	Detention Center
Swanson, Scott	25.00	Ag. Building
Torstenson, Doug	25.00	Highway
Torstenson, Jamie	20.00	Emergency Management on-call
Varns, Tyler	40.00	Sheriff
Vogelsang, Lonie	25.00	Highway
Warne, Todd	40.00	Highway
Yost, Shane	40.00	Sheriff

BANK DEPOSITORIES

Motion by Johnson, second by Gabel, to approve bank depositories for 2022; as submitted by Treasurer, Carol Maloney; all voted aye; motion carried: Reliabank Dakota will continue to be used for checking and the depositing of cash. The following banks will be authorized to sell the County certificates of deposit and for investments at competitive bids: American Bank & Trust, Dacotah Bank, First Bank & Trust, First Premier Bank, Great Western Bank, Minnwest Bank, Plains Commerce Bank, Reliabank Dakota, SD Fit, and Wells Fargo Bank. The list of Authorized warrant signers will be staff from the Treasurers' Office and Auditor's Office and said list will be secured in the Auditor's Office for security purposes.

NOTICE TO BIDDERS' ANNUAL HIGHWAY SUPPLIES AND WEED CHEMICALS

Motion by Gabel, second by VanDusen to authorize a notice to bidders for annual Highway supplies and Weed Chemicals; all voted aye; motion carried. Bids will be opened and announced at the Board's meeting on Tuesday, February 8th, 2022.

UPDATES TO PERSONNEL POLICY AND PROCEDURES MANUAL

The Board met with Human Resource Representative, Natalie Remund, to discuss updating the County's Personnel Policy and Procedures Manual. Several sections have been identified as needing updates, including, but not limited to: Employee political activity, employee use of County owned vehicles; benefits for part time employees; employee travel requests; employee funeral leave; paid holidays; removal of the non-union employee grievance policy per a recommendation from the County's liability insurance carrier; and compensation language following the adoption of compensation study including a new wage scale for all employees. The Board will further review and take action to adopt updates at a future meeting.

EXECUTIVE SESSION

Motion by VanDusen, second by Gabel, to enter into executive session at 10:15 a.m., to discuss a personnel issue; all voted aye; motion carried. The Board returned to regular session at 10:31 a.m. Human Resource Representative, Natalie Remund, was present for executive session.

COMMISSIONER BOARD ASSIGNMENTS AND DUTIES

Motion by Gabel, second by VanDusen, to approve the following 2022 Commissioner Liaison/Board/Duty Appointments; all voted aye; motion carried.

Commissioner Department Liaisons (section 10.3, Codington County Personnel Policy & Procedures Manual)

Commissioner District	Liaison agencies	Areas of oversight
I (Gabel)	Sheriff Office	Law Enforcement, Warrants,
	Detention Center	Jail, 24/7 Alternatives
	States Attorney Office	Prosecutor, Victim Assistance
II (Waterman)	Emergency Management Office	Emergency Management, Dive Rescue
	Maintenance Dept.	Buildings, Grounds, Memorial Park
	Weed Supervisor	Weed and Pest control
III (Johnson)	Health Nurses Office	Immunizations, wellness, WIC, Dietician
	Welfare Office	Care of Poor, Indigent Burials
	Veteran's Service Office	Veterans' Claims Assistance
	County Extension Office	Extension Activities
IV (VanDusen)	Highway Dept.	Road/bridge construction & maintenance
	Treasurer Office	Tax Collection, Vehicle Licenses & Titles
	Director of Equalization Office	Real Property Assessments/Valuation
	Coroner	Coroner
V (Hanten)	Auditor Office	Voter Registration, Elections, Budgeting, Payments, County records
	Register of Deed Office	Vital/property records, Marriage Licenses

County/Community Board Assignments and other duties

Board/Duty	Frequency/Term	Appointees
Aging Council	Annual	Troy VanDusen
Americans with Disabilities Act Coordinator	Annual	Myron Johnson
Behavioral Health and Justice Working Group	Biennial, even yrs	Lee Gabel, Myron Johnson
Codington County Home Health	Annual	Troy VanDusen
Codington County Human Resource Committee	Ex Officio	Current Chair, Vice Chair
Codington County Justice Advisory Committee	Biennial, odd yrs	Troy VanDusen, Lee Gabel
County/City Committee	Ex Officio	Current Chair and Vice Chair
E-911	Annual	Brenda Hanten
First District Assoc. Local Govts.	Annual	Brenda Hanten
Glacial Lakes & Prairies Tourism Assn	Annual	Lee Gabel
Housing and Redevelopment Board	4-year (up 2022)	Brenda Hanten
Inter Lakes Community Action Program	Annual	Brenda Hanten
Juvenile Detention Alternative Initiative Committee	Annual	Lee Gabel, Troy VanDusen
Legislative contact	Annual	Myron Johnson
Local Emergency Planning Committee	Annual	Charlie Waterman, Brenda Hanten
Planning Board	Annual	Myron Johnson
Watertown Area Transit	Annual	Brenda Hanten
Watertown Volunteer Center	Annual	Brenda Hanten
Watertown-Codington County Regional Rail Road Authority	3-year (up 2023)	Charlie Waterman, Myron Johnson
Weed Board	Annual	Charlie Waterman

State Board Appointments

Board	Frequency/Term	
Catastrophic Legal Expense Relief Program (CLERP)	Indefinite	Lee Gabel
SD Association of County Commissioners, Treasurer	Annual	Brenda Hanten
Catastrophic Poor Relief Fund	Indefinite	Myron Johnson
SDSU Ag & Bioscience Advisory Board	Indefinite	Myron Johnson
SD Retirement System (SDRS)	4-yr (up 2024)	Myron Johnson

ADJOURNMENT

There being no further business to come before the Board a motion was made by Johnson, second by Gabel, to adjourn at 10:33 a.m., until 9:00 a.m., Tuesday, January 11, 2022; all voted aye; motion carried.

ATTEST:

Cindy Brugman
Codington County Auditor

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

Published once at the total approximate cost of \$ _____

AUDITOR'S ACCOUNT WITH THE COUNTY TREASURER

To the Honorable Board of County Commissioners, Codington County:

I hereby submit the following report of my examination of the cash and cash items in the hands of the County Treasurer of the County of Codington as of the last business day in December 2021

Cash on Hand	\$2,596.60
Checks in Treasurer' possession less than 3 days	\$34,402.89
Credit Card Charges	\$1,950.15
Cash Items	\$325.00
TOTAL CASH ASSETS ON HAND	\$39,274.64

RECONCILED CHECKING

Great Western Bank (Memorial Park)	\$1,578.82
Reliabank Dakota	\$31,113,066.34

INVESTMENTS

SD Public Funds Investment	\$7,254.43
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CERTIFICATES OF DEPOSIT

Dacotah Bank	\$0.00
First American Bank & Trust	\$0.00
First Premier Bank	\$0.00
Great Western Bank	\$0.00
GW - Home Federal Bank	\$0.00
Peoples State Bank	\$0.00
Plains Commerce Bank	\$0.00
Reliabank Dakota	\$0.00
Wells Fargo	\$0.00

TOTAL CASH ASSETS	\$31,161,174.23
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GENERAL LEDGER CASH BALANCES:

General	\$17,825,510.70
General restricted cash	\$500,000.00
Sp. Revenue	\$12,048,480.34
Sp. Revenue restricted cash	
Custodial	\$787,183.19
Schools	\$ 142,507.38
Townships	\$ 63,871.24
City/Towns	\$ 23,900.50

TOTAL GENERAL LEDGER CASH	\$31,161,174.23
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Dated this 11th day of January, 2022

County Auditor

FUND CASH BALANCES REPORT AS 01/05/2022
CODINGTON COUNTY

Fund	Description	BALANCE
101	GENERAL FUND	17,825,510.70
101	GENERAL RESTRICTED CASH	500,000.00
	TOTAL AT FUND GROUP:	18,325,510.70
204	ROAD & BRIDGE FUND	8,781,468.96
204	ROAD & BRIDGE RESTRICTED CASH	.00
207	E-911 FUND	51,726.40
226	EMERGENCY MANAGEMENT FUND	136,492.44
228	VICTIM CRIME SERVICE FUND	9,747.70
229	DOMESTIC ABUSE FUND	1,490.00
231	W.I.C. FUND	10,926.54
233	COURTHOUSE BUILDING FUND	.00
248	24/7 SOBRIETY FUND	36,911.66
250	MODERNIZATION/PRESERVATION	196,151.43
256	SEARCH & RESCUE FUND	43,109.15
290	AMERICAN RESCUE PLAN FUND	2,725,815.87
295	RURAL ACCESS INFRASTRUCTURE	54,640.19
	TOTAL AT FUND GROUP:	12,048,480.34
704	LAW LIBRARY FUND	.00
706	SPECIAL HIGHWAY FUND	.00
721	SCHOOL DISTRICTS FUND	142,507.38
722	CIVIL TOWNSHIPS FUND	63,871.24
723	CITIES AND VILLAGES FUND	23,900.50
724	WATER DEVELOPMENT DIST. FUND	791.42
725	ADVANCE TAX COLLECTION FUND	80,819.48
726	REGISTER OF DEEDS FUND	2,196.80
727	GAME, FISH & PARKS FUND	.00
728	CLERK OF COURT FUND	.00
729	TAX SALE REDEMPTION FUND	.00
733	SANITARY SEWER DIST. FUND	.00
734	DEPOSIT FUND	.00
735	TREASURER'S TRUST FUND	858.90
736	MUNICIPALITIES (5%) FUND	.00
738	FINES TO SCHOOLS FUND	.00
741	911 TRUST AND AGENCY FUND	.00
742	STATE MOTOR VEHICLE FUND	458,653.89
746	AUTO EXCISE TAX FUND	.00
755	SALES TAX FUND	257.02
758	BOOKMOBILE FUND	270.65
766	LAW LIBRARY FUND	10,635.91
769	MODERN/PRESERATION RELIEF	2,420.00
770	FIRE DEPT. MONIES	.00
	TOTAL AT FUND GROUP:	787,183.19
	TOTAL:	31,161,174.23

OFFICIAL STATEMENT OF FEES COLLECTED
REGISTER OF DEEDS STATEMENT OF FEES COLLECTED DURING THE MONTH
OF DECEMBER, 2021

The sum of **\$50,872.90** in fees has been collected by me as Register of Deeds for DECEMBER, 2021

Ann Rasmussen being duly sworn, deposes and says that she is the Register of Deeds in and for CODINGTON COUNTY, State of South Dakota; that the foregoing statement is a true and correct report of all fees collected by me as such Register of Deeds, as required by law, during the month of DECEMBER, 2021

Ann Rasmussen

Register of Deeds

Subscribed and sworn to before me this 3 day of Jan 2022

Cindy Bruyman

CERTIFIED BIRTHS

State Children's Fund (\$2.00)	\$ 136.00
County General Fund (\$5.00)	\$ 340.00
State EVRSS Fund (\$5.00)	\$ 340.00
State General Fund (\$3.00)	\$ 204.00

TOTAL \$ 1,020.00

CERTIFIED DEATHS

County General Fund (\$5.00)	\$ 725.00
State General Fund (\$4.00)	\$ 580.00
State EVRSS Fund (\$6.00)	\$ 870.00

TOTAL \$ 2,175.00

FILED

JAN - 3 2022

CODINGTON COUNTY AUDITOR

Receipt Totals

By Date: 12/1/2021 12:00:00 AM - 12/30/2021 11:59:59 PM; Departments: All; Cash based.

Codrington County

Monday, January 03, 2022 10:26 AM

Summary:

Receipt Item Totals

	Document:	Paid	Charged	Debited	Total
	Non Document:	\$44,232.50	\$1,200.00	\$0.00	\$45,432.50
		\$3,465.00	\$1,805.10	\$0.00	\$5,270.10
	Subtotal:	\$47,697.50	\$3,005.10	\$0.00	\$50,702.60

Payment on Account Totals

Applied:	\$3,175.40
Refunded:	\$0.00
Unposted:	\$0.00
Net Posted:	\$3,175.40

Payments & Refunds

(Refund):	-\$5.00
ACH:	\$29,826.00
Cash:	\$2,061.00
Check:	\$18,990.90
Total:	\$50,872.90

Revenue Account Activity

	Total Received	Paid on Receipt	Applied from POA	Adjusted
101-0-321.00 Marriage License 1	\$60.00	\$60.00	\$0.00	\$0.00
101-0-341.21 Reg. Deeds Filing/Recording 2	\$11,763.00	\$10,620.00	\$1,143.00	\$0.00
101-0-341.22 Reg. Deeds Transfer fees 3	\$31,507.50	\$31,507.50	\$0.00	\$0.00
229-0-321.00 Domestic Abuse Marriage Lic. 6	\$180.00	\$180.00	\$0.00	\$0.00
726-0-209.00 Reg. Deeds Fees - State 8	\$2,130.00	\$1,540.00	\$590.00	\$0.00
101-0-341.29 Reg. Deeds Other Fees 4	\$2,902.40	\$1,685.00	\$1,217.40	\$0.00
250-0-341.21 M&P Relief ROD Filing/Rec 7	\$1,398.00	\$1,263.00	\$135.00	\$0.00
769-0-209.00 M&P Relief ROD Allocation 9	\$932.00	\$842.00	\$90.00	\$0.00
Total:	\$50,872.90	\$47,697.50	\$3,175.40	\$0.00

CODINGTON COUNTY TITLE VI POLICY STATEMENT

Codington County provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

It is the policy of Codington County to ensure that no person or group of persons shall be subjected to discrimination, excluded from participation in, or denied benefits of any program administered by the County on the grounds of race, color, national origin, religion, sex, age, disability or other statutorily prescribed basis.

To ensure compliance, Codington County has designated Andrew Delgado as the County's Title VI Coordinator. Contact information is as follows:

Andrew Delgado
Title VI Coordinator
P. O. Box 12
Watertown, SD 57201
Phone: 605-882-6272
Fax: 605-882-6277
E-mail: codcoem@codington.org

Any person who has questions concerning this policy or who believes they have been discriminated against should contact Codington County's Title VI Coordinator at 605-882-6272.

Brenda Hanten, Chairman
Codington County Commission

Date

CODINGTON COUNTY NOTICE OF PUBLIC RIGHTS

The Codington County Highway Department provides services without regard to race, color, gender, religion, national origin, age or disability, according to the provisions contained in SDCL 20-13, Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990 and Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, 1994.

To request additional information on Codington County's Title VI/Nondiscrimination policy or to file a discrimination complaint, please contact Andrew Delgado Title VI Coordinator at 605-882-6272 or e-mail codcoem@codington.org.

Codington County does not discriminate on the basis of color, national origin, sex, religion, age, or disability in employment or the provision of service.

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2021 COUNTY PLANNING BOARD

Mark O'Neill 12/31/21
PO Box 55
Henry, SD 57243
532-5446

Mel Ries 12/31/21
17717 462nd Ave
Watertown, SD 57201
882-1166

Robert Fox 12/31/22
2000 19th ST NE
Watertown SD 57201
882-2123

Brenda Hanten 12/31/22
45921 US Hwy 212
Watertown SD 57201
880-6124

Rodney Klatt 12/31/23
44486 172 St
Henry, SD 57243
882-4847

Alex Kahnke 12/31/23
44350 159 St
Florence, SD 57235
520-0698

2020 COUNTY WEED BOARD

Jim Thyen 12/31/21
16496 462nd Ave
Waverly SD 57201
886-9638
JPThyen@tnics.com

Bret Henricks 12/31/21
16321 457th Ave
Watertown SD 57201
886-1941
henricksgl@live.com

Chris Coplan 12/31/22
17521 442 Ave
Hazel, SD 57242
886-9367
coplan@tnics.com

Ron Moehring 12/31/22
315 7th Ave NE
Watertown, SD 57201
97ronm@gmail.com

Jon Kahnke 12/31/23
44424 160 St.
Florence, SD 57235
520-3776
jk_z34@hotmail.com

Arlen Boehnke 12/31/23
16654 440 Ave
Henry, SD 57243
532-5514
ajbohnke@itctel.com



First District Association of Local Governments

418 18th Ave NE ■ PO Box 1207 ■ Watertown, SD 57201
Phone: (605) 882-5115 Fax: (605) 882-5049
Serving counties and communities for over 50 years

December 31, 2021

Cindy Brugman
Codington County Auditor
14 1st Avenue SE
Watertown, SD 57201

Enclosed you will find a contract for services between Codington County and First District Association of Local Governments. The contract is for the maintenance of Codington County's parcel database. Further, you will find a voucher pertaining to said contracts dated January 1, 2022.

Please sign both copies of each contract and return one copy to the First District office.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Todd A. Kays". The signature is written in a cursive style.

Todd A. Kays
Executive Director

Enclosures

FILED

JAN - 3 2022

CODINGTON COUNTY AUDITOR

LETTER OF AGREEMENT

FIRST DISTRICT ASSOCIATION
OF LOCAL GOVERNMENTS
POB 1207
WATERTOWN, SD 57201
605 882-5115

CODINGTON COUNTY
14 1ST AVE SE
WATERTOWN, SD 57201

Referred to as District

Referred to as COUNTY

The COUNTY hereby enters into an agreement with the District

I. THE DISTRICT

- A. This agreement shall, commence on or about January 1, 2022 and end on or about December 31, 2022.
- B. The District agrees to perform work activities as described in "First District Association of Local Governments Proposed Scope of Work for Codington County Director of Equalization Parcel Update Needs".

II. THE COUNTY

- A. The COUNTY will make payment of \$6,000.00 for work activities as identified in the proposed scope of work.
- B. Total agreement amount (not to exceed) six thousand dollars (\$6,000).



12/31/2021

District Signature

Date

Date

**First District Association of Local Governments Proposed Scope of Work for
Codington County Parcel Update Needs**

Task 1: Data Maintenance

Work Activities:

A. Monthly Plat and Ownership Parcel Sets Update

1. District Staff will receive all new parcel splits/transaction data from the Codington County Director of Equalization (DOE) on the first Monday of the month.
 2. District Staff will update the Plat and Parcel data sets.
 3. District Staff will work with DOE staff to reconcile discrepancies in the datasets.
 4. District Staff will join parcel data received from DOE with updated GIS data.
 5. District Staff will provide DOE the updated parcel dataset.
-



First District Association of Local Governments

418 18th Ave NE ■ PO Box 1207 ■ Watertown, SD 57201
Phone: (605) 882-5115 Fax: (605) 882-5049
Serving counties and communities for over 50 years

December 31, 2021

Cindy Brugman
Codington County Auditor
14 1st Ave SE
Watertown SD 57201

Dear Cindy:

Enclosed you will find a contract for services between the City of Watertown and the First District for the provision of services relating to the development and hosting of the city/county GIS web site, as well as a voucher for calendar year 2022. The funding for this project is shared between the Watertown Development Company, Codington County, Watertown Municipal Utilities, and the City of Watertown. You will note that the total project cost for the year is \$10,000, of which Codington County's share of the project is \$3,100. This cost is identical to last year.

Please sign both copies of the contract for services and return one to the First District office.

Sincerely,

Todd A. Kays
Executive Director

Enclosure

**LETTER OF AGREEMENT
BETWEEN
CODINGTON COUNTY
AND
FIRST DISTRICT ASSOCIATION OF LOCAL GOVERNMENTS**

This agreement is hereby entered into between the First District Association of Local Governments, hereinafter referred to as “District” and Codington County, hereinafter referred to as “County.”

I. PURPOSE/PROJECT DESCRIPTION

- A. Provide services in the development and hosting of a Geographic Information System (GIS) website.
- B. The project will consist of:
 - 1. Annual access cost for Internet services.
 - 2. Arc IMS Maintenance – The annual cost paid to ESRI for Technical Assistance and updates to the Arc IMS software. There is no cost for this component charge for the first year of the project due to the first year of Arc IMS Maintenance component being included within the purchase of Arc IMS software. The County will remit its proportion of the annual cost of Arc IMS Maintenance, beginning in 2006. The cost will be shared between the City of Watertown, Focus Watertown, the Watertown Municipal Utilities, and Codington County.
 - 3. Setup and operation - First District will set up, customize and maintain the website.
- C. Term of Contract: January 1, 2022 to December 31, 2022.
- D. Total Cost of Project: Not to exceed \$3,100.

II. DISTRICT RESPONSIBILITIES

The District shall:

- A. Develop and maintain a Geographic Information System (GIS) website which will contain a variety of GIS databases regarding the City of Watertown and Codington County.

III. COUNTY RESPONSIBILITIES

- A. Codington County shall pay the District a sum, not to exceed, three thousand one hundred dollars (\$3,100) for services as described in "I. Purpose/Project Description" and "II. District Responsibilities."
- B. Total contract amount: Three thousand one hundred dollars (\$3,100).

IV. OTHER PROVISIONS

- A. Amendment Provision: This contract contains the entire agreement between the parties and may be amended only in writing signed by both parties.
- B. Termination Provision: This agreement can be terminated upon thirty (30) days written notice by either party.

In witness hereto the parties signify their agreement by affixing their signatures hereto.



12/31/2021

District

Date

Codington County Commission

Date

ATTEST:

County Auditor